

VACANCY FOR PROVIDENT FUND AND SUPERANNUATION FUND TRUST

POSITION : Accounting Technician, Salary 274,606

: NOTE: The employee selected for this position will be an employee of the “FSN Staff Provident Fund and Superannuation Fund Trust” and will not be considered an employee of the U.S. Mission in India. In addition to the total salary, the employee will receive bonus and PF coverage.

OPENING DATE : June 19, 2012

CLOSING DATE : July 02, 2012

NOTE: The employee selected for this position will be an employee of the “FSN Staff Provident Fund and Superannuation Fund Trust” and will not be considered an employee of the U.S. Mission in India.

DUTIES : Duties and responsibilities include but are not limited to:

- Assist in preparing documents to obtain tax exemption certificates for interest on provident fund investments.
- Obtain recognition for the PF and SAF trust deeds, as well as amendments to the deeds.
- Collect timely interest payments from the companies.
- Receive pay data from FSC, Bangkok and reconciling the amount of the data with the statements.
- Prepare letters for transferring funds to LIC.
- Assist in processing withdrawal requests, and advising separated employees regarding their balances.
- Prepare and forward the annuity forms to LIC for processing annuities
- Assist in processing applications from employees for advance/loan from PF, and calculating interest for repayment of loans.
- Assist in maintaining all loan accounts.
- Maintain subject files for all PF and SAF related jobs.

- Distribute PF and SAF statements to the employees; etc.
- Any other financial tasks as assigned.

EDUCATION : High School; College degree in commerce desirable.

EXPERIENCE : Two years performing progressively responsible work in accounting and book keeping.
Desirable – One year in the USG service as accounts clerk, preferably one using computerized accounting.

LANGUAGE : Level III English ability required.

SKILLS & ABILITIES : Ability to analyze accounts maintenance transactions sufficiently for error detecting and to develop adjusting entries for correction. Required level II typing and skills to operate computer terminals.

KNOWLEDGE : A good working knowledge of standardized bookkeeping and accounting procedures and formats, and of the purpose and use of accounting documents in maintaining and reconciling accounting records.

HOW TO APPLY : Interested applicants should send their applications with their complete resume to :

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021

FAX: 2419-8056